APPENDIX D

Guidelines for Initial Meeting of an Advisory Committee

Program representative to act as temporary chairperson

First

Committee

Meeting

A procedure should be established to develop rules and regulations that will guide the future operation of the committee

Identify and state objectives

History of professional-technical program should be reviewed

Members must understand the need for an annual program of work for the committee

Appoint Ad Hoc Subcommittee to develop rules and regulations for operation of the committee

Committee members to become acquainted with each other

Appoint temporary secretary

Select a committee member to serve as temporary chairperson

Committee should be informed that the school or college administration recognizes and supports the committee

Prepare agenda for next meeting

Plan date and time for future meetings

Temporary chairperson leads committee meeting

Second

Committee

Meeting

Appoint Ad Hoc Subcommittee to being developing annual program of work

Appoint Ad Hoc Subcommittee to prepare slate of committee officer candidates

Program representative and subcommittee to work on accomplishing task of developing rules and regulations of committee for adoption to be sent for approval by the board

Assess present role of the professional-technical program in the school or college

Programs representative's role shifts from chairperson to facilitator

Provide secondary opportunity for committee member to become acquainted

Review accomplishments of first meeting

Identify and begin work on one area of concern

Set date and time for next meeting

Temporary chairperson leads committee meeting

Committee begins understanding goals and objectives of the instructional program

Review the existing situation

Identify areas that need more study

Rank areas of concern in order of importance

Third Committee Meeting

Develop awareness and understand-

ing regarding the school or college

and the role of the professionaltechnical program Hold Officer election

Focus on developing annual program of work

Initial program of work will provide a base for identifying a process that can be followed annually

The process will determine appropriate areas of concern for the current and future years